

SAMPLE EMPLOYER CONFIRMATION LETTER
(on official company letterhead)

(Insert Date)

To whom it may concern,

This letter confirms that (insert employee name) is an employee of (insert company name) and has been working with the company since (insert employee start date). (insert name)'s primary address of employment is (insert full company address).

I am able to confirm the current residential information that I have on file for (insert employee name) is (insert full residential address of employee).

If you should require any further information, please contact (insert Employer contact information).

(Insert signature)